August 29, 2014

# CalFresh Program Guide Letter # 601

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| Subject | **Adding a Newborn without a Social Security Number to CalFresh** |

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| Reference | MPP 63-404.6; 7 CFR 273.6(b)(4). |

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| Purpose | To provide staff with clarification of policies regarding the adding of a newborn without a Social Security Number (SSN) or receipt of application of a SSN to a CalFresh Case. |

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| Background | As previously stated in the CalFresh Program Guide (CFPG) section 63-117.11 applicants or recipients must provide the SSN of each member or provide verification of application for a SSN prior to certification. |

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| Summary of Changes | Per federal regulations in 7 CFR273.6(b)(4), households adding a newborn to a CalFresh case can provide the SSN or proof of application for a SSN at its next recertification or within 6 months following the month the baby is born, whichever is later. |
| | If the household is unable to provide the SSN or proof of application for the SSN at the next recertification or within 6 months of the baby's birth, the worker will determine if the good cause provisions as explained in CFPG 63-161.7 are applicable. |
| | Although the California Department of Social Services (CDSS) has not incorporated federal regulations in 7 CFR273.6(b)(4) into the Manual of Policies and procedures (MPP) section 63-404, the County of San Diego will apply federal regulations as stated above effective immediately. |
| | NOTE: Parents may choose to have a SSN assigned to their newborn by filling out the Newborn Automatic Number Assignment (NANA) form at the hospital. The Social Security Card will be mailed to the household within 6 weeks. Therefore, workers will advise these applicants to call ACCESS to provide the SSN as soon as the card is received. |

**Summary of Changes**
*(Continued)*

The following CFPG sections have been revised:

| Chapter/Section | Updates |
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| 63-117.11 | Updated information regarding adding a newborn without a SSN. |
| 63-161.1 | |

**Other Programs**

For information on SSN requirements for other programs:

- Medi-Cal: Medi-Cal Program Guide (MPG) 04-07-01.D
- CalWORKs: CalWORKs Program Guide (CPG) 40-100.C;44-270.H.11

**Quality Control Impact**

Quality Control (QC) will cite the appropriate error when the requirements have not been followed.

**Automation Impact**

Workers will enter the following into CalWIN on the Collect Individual Demographics Detail Screen, SSN Detail Tab:
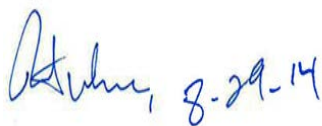
- Applied: Yes
- Verification received: Yes
- Source: Other Conclusive Verification

NOTE:
When the birth occurs at a hospital, presume that the household has applied for a SSN or will receive the SSN through the submission of the Newborn Automatic Number Assignment (NANA) form from the hospital.

**Director Approval**

*[signature]* 8-29-14

**Rick Wanne, MA, MFT**
**Eligibility Operations Director**